



BOARD OF BARBERING AND COSMETOLOGY
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**CIRCULAR LETTER #04/04****04/05**

Date: ~~June 8, 2004~~ **September 2, 2004**

TO: **BARBERING, COSMETOLOGY, ELECTROLOGY SCHOOLS,
AND APPRENTICESHIP PROGRAM SPONSORS**

SUBJECT: **RETURN TO SAME-DAY TESTING - REVISED
(SEE PAGE 2)**

The Board of Barbering and Cosmetology (Board) is pleased to inform you that effective July 6, 2004, the Board will return to same-day licensing. Candidates will be scheduled to take both their practical and written exams on the same day and will receive their licenses upon successfully passing both parts of the exam.

In order to implement same-day testing on July 6, 2004, both the Glendale and Fairfield sites will not administer exams from June 29, 2004 through July 5, 2004.

Board's Current Scheduling Process:

- ~~• When an applicant is eligible to take the practical exam, the applicant is sent an admittance letter with information regarding the scheduled date, time, and location of the practical exam.~~
- ~~• Upon earning the minimum required score of 225 on the practical exam, the candidate receives a handbook from Experior Assessment by mail with the necessary information about what is needed to schedule the written examination.~~
- ~~• Upon successfully completing and passing the written exam, the candidate is issued a photo license to begin working.~~

Board's New Current Scheduling Process:

- When an applicant becomes eligible for the exam, the Board will send the applicant an admittance letter with information regarding the practical examination date, time, and location. Approximately, 7-10 days later, Experior will send a candidate handbook, which will include the written exam information.

Please note a candidate **cannot** reschedule the practical portion of the examination. ~~Unless there is an unforeseen emergency or undue hardship.~~ If the candidate does not take the practical examination on the date scheduled the candidate may have to submit another application and fees to be scheduled again for the practical examination. However, a candidate will be able to reschedule their **written portion** of the exam for a day other than the date given. Instructions are provided in the candidate handbook.

- A candidate must contact Experior at least three working days prior to the exam date, excluding weekends and holidays, if he/she wants to reschedule. If Experior is not contacted within the time frame allowed the candidate would be required to begin the re-application process again, and will be required to submit a new application fee.
- Upon successfully passing the exam, the candidate would be issued a photo license to begin working. However, if the Board has not received the candidate's Proof of Training (POT) document, by the exam date the license will not be issued. Once the proof of training document has been received, the candidate's result will be mailed directly to the candidate.

Thank you for your patience and cooperation during this transition period. If you have any questions, please contact Marion Welch, Supervising Examiner at (916) 445-5760.

TERRESA A. CIAU
Executive Officer